

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Relocation of Components into the Headquarters Compound

DDA/REG
LOGGEDFROM: William F. Donnelly
DDA
7D24 Hqs.

EXTENSION

NO.

OL 10259-87

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *DDI/OIT*
D/OIT
2D00 Hqs.2. *Rose - file*

3.

4.

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11.

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14.

15.

*Copy to Group Chiefs ^{will} be**To ALL Group Chiefs,
How well we work
together on this will
reflect on the Department
and the Officer. - 2*

23 OCT 1987

MEMORANDUM FOR: Director of Information Technology
Director of Medical Services
Director of Security

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Relocation of Components into the Headquarters
Compound

1. My purpose in writing this is to reaffirm that the Office of Logistics (OL) is responsible for managing the relocation of Agency components into the New Headquarters Building (NHB) and the Original Headquarters Building (OHB). Specifically, [redacted] the Deputy Chief of Facilities Management Division/OL, who is also the Chief of the Integrated Logistics Support Program (ILSP), is responsible for integrating the support activities of your individual offices and managing the top-level relocation process. Naturally, each of your offices is responsible for planning and executing your specific roles in this process in accordance with ILSP schedules under Jim's direction.

STAT

2. I have tasked Jim to report to me on a regular basis so that I can stay current on our collective progress in completing this crucial, complex effort. Please provide every possible support to the Office of Logistics and to Jim as we work together to open NHB, to refinish and reallocate OHB, and to improve the quality of workspace we provide to all of our Headquarters compound customers. Jim will be in contact with each of your ILSP Working Group members during the next week.

STAT

[redacted]
William F. Donnelly

OL 10259-87

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